

**INSTRUCTOR TEMPLATE:  
STUDENT NOTIFICATION MESSAGE – SUSPECTED DEPARTURE FROM ACADEMIC INTEGRITY**

If you have determined that there are grounds to accuse a student of having departed from academic integrity, you need to notify the student in writing, first by BU email, and if the student does not respond within two business days, by an alternate method that is on file with the University. You may wish to use the notification template below to ensure all required elements are included.

*[Student ID]*  
*[Student First Name] [Student Last Name]*

*[Date]*

Dear *[Student Name]*,

I am writing to you because I am concerned that you have departed from academic integrity on *[description of assignment/academic activity]* in *[Course #: Course Title]*.

Specifically, I noted the following: *[description of suspected departure from academic integrity]*.

*[Description of evidence supporting allegation OR statement indicating that a copy of the evidence is attached to this message.]*

In accordance with Brandon University's Academic Integrity Policy, which is available online at <https://www.brandonu.ca/senate-office/senate-policies/>, I would like to meet with you to discuss this matter. Are you available on *[proposed meeting date]* at *[proposed meeting time]* in *[proposed meeting location]*? If you are not available at the proposed time, please let me know the earliest date and time that you are available to meet.

You are welcome to have a BUSU representative or other support person attend this meeting. I may request that my colleague, *[colleague name]*, attend as well.

Thank you in advance for your prompt response. I look forward to resolving this situation as soon as possible.

Regards,

*[Instructor name]*